

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LAND SURVEYOR SPECIALIST- LICENSED

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a land surveying program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Land Surveyor Specialist Licensed -2

Land Surveyor Licensed Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Land Surveyor Specialist Licensed -3

Land Surveyor Licensed Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Land Surveyor or the Land Surveyor Licensed 12 job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope.

Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Serves as responsible surveyor in charge over an assigned land surveying program under the direction of a managerial level supervisor or above.

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Lays out and oversees the work of a survey crew obtaining data for design determinations including horizontal and vertical control, cross sections, topography, drainage, and property ownership.

Maintains final survey accuracy for vertical and horizontal control.

Conducts land surveys for determination of boundary lines, retracement of government survey lines, and re-establishment of land survey corners.

Makes topographic surveys and site surveys for the development of recreational areas and the design of buildings.

Makes vertical control surveys for aerial surveys; determines elevations for various surfaces.

Assembles field and office data and supervises the preparation of survey maps and plans.

Makes computations necessary for line and boundary intersections, curvilinear intersections, and curve calculations.

Makes meridian determinations and geodetic calculations for state coordinate computations.

Sets stakes for construction on the basis of plans prepared by design engineers or architects.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Knowledge of mathematics, mathematical tables, and computations applicable to the work.

Knowledge of the use of mechanical drawing instruments.

Knowledge of nomenclature and symbols of drafting.

Knowledge of principles, practices and materials used in survey work.

Knowledge of surveying instruments and equipment and their use and care.

Knowledge of state laws regarding the establishment of plats, property lines, and survey monuments.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to organize and coordinate the land surveying activities of a survey.

Ability to allocate work to other land surveyors.

Ability to oversee a survey crew.

Ability to use surveying instruments.

Ability to do transit and level work.

Ability to reduce and plot field notes and to make computations required.

Ability to make engineering sketches, maps, and drawings.

Working Conditions

Employees may be required to travel.

Employees must be able to use surveying equipment.

Physical Requirements

Some jobs require an employee to traverse rough terrain.

Some jobs require an employee to bend, reach, or stand for long periods.

Education

Possession of a bachelor's degree in surveying.

Experience

Land Surveyor Licensed Specialist 13

Four years of experience as a land surveyor, including two years of experience equivalent to Land Surveyor P11.

OR

One year of experience equivalent to a Land Surveyor 12 or Land Surveyor Licensed 12.

Land Surveyor Licensed Specialist 14

Five years of experience as a land surveyor, including three years of experience equivalent to a Land Surveyor P11.

OR

Two years of experience equivalent to a Land Surveyor 2, or Land Surveyor Licensed 12.

OR

One year of experience equivalent to a Land Surveyor Licensed Specialist 13.

LAND SURVEYOR SPECIALIST-LICENSED

PAGE NO. 6

Special Requirements, Licenses, and Certifications

Possession of a professional surveying license issued by the State of Michigan.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
LANSURSPL	Land Surveyor Specialist-Licensed

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Land Surveyor Specialist Licensed -2	LANSSPL2	H21-027
Land Surveyor Specialist Licensed -3	LANSSPL3	H21-032

ECP Group Two
Revised 5/22/02
KM/VLWT/CAG/VT/Team Leaders